

CHAPTER 4

WORKING WITH TABLES

4.1 Creating a Simple Table

The following steps are used to create a simple, default - style table:

- 1) When **Table** → **Insert** → **Table** is selected from the menu bar, the **Insert Table** dialog box as shown in figure 4.1 appears on the screen.

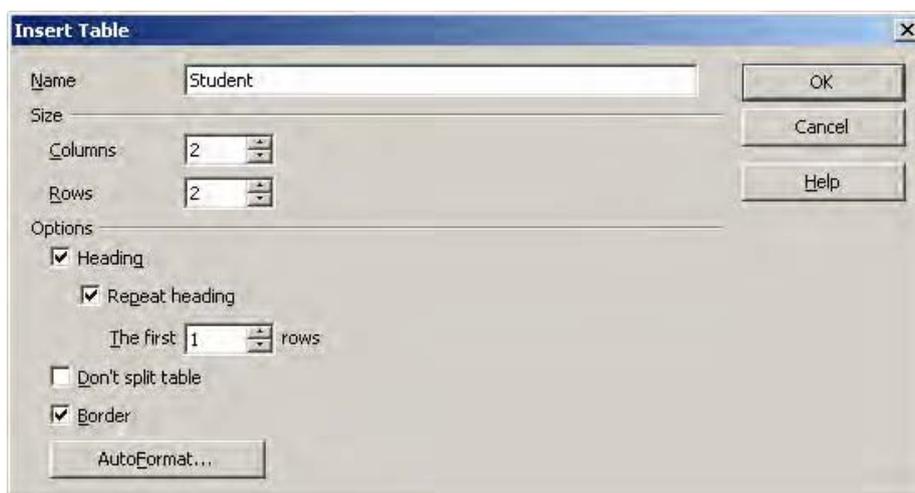


Fig 4.1 Insert Table dialog box

- 2) In the **Name** textbox the name of the table is given. Using the spin arrows in the **Columns** and **Rows** text box the number of columns and rows are entered. StarOffice Writer displays the table as a grid with the specified number of columns and rows. By default each cell includes a border. The look of this border can be deleted or changed, which is described later in this chapter

4.3.1 Adding Rows or Columns

The simplest way to add a row is to press **Tab** in the last row of the table. StarOffice Writer adds a new row. One can also add a row or a column in the table by following the steps given below:

1. To insert a row, select the  icon and press once. Now a new row is inserted below the present row.
2. To insert a Column, select the  icon and press once. Now a new column is inserted to the right of the present column.
3. To insert more than one row or column in the table, **Table** → **Insert** → **Rows** or **Table** → **Insert** → **Columns** command is used. Now a corresponding dialog box as shown in the figure 4.3 appears on the screen. Here one can select the rows or columns and the required quantity. If OK button is clicked the required number of columns or rows are added to the table.

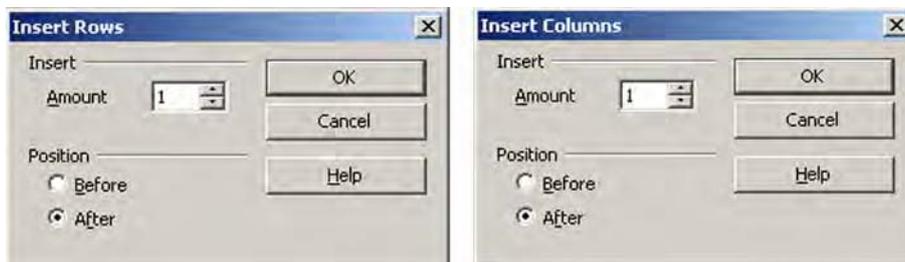


Fig 4.3 Insert Columns / Row dialog box

4.3.2 Deleting Rows and Columns

Rows or columns can be deleted by selecting them by using the command shown below:

Table → **Delete** → **Rows** or **Table** → **Delete** → **Columns**.

4.3.3 Deleting the Entire Table

If the entire table is selected by dragging the mouse across it and the **Delete** key is pressed, only the entries are deleted and not the table. To delete the table the following steps are used:

1. The entire table is selected using **Edit → Select → All** command while keeping the insertion point inside the table.
2. The menu option **Table → Delete → Table** is used to delete the selected table.

4.4 Changing the Rows/Column Width

To change the row/column width, follow these steps:

1. To resize a column, place the cursor in a table cell, hold down Alt, and then press the left or the right arrow. To resize the column without changing the width of the table, hold down Alt+Ctrl, and then press the left or the right arrows.
2. To resize a row, place the cursor in the row, hold down Alt, and then press the up or the down arrows.

Alternatively if **Table → Table Properties** command is used one would get a **Table Format** dialog box as shown in the figure 4.4. Choose the **Columns** tab and type column size in the **Column Width** spin boxes and click **OK** button to change the column width.

This method can be used when precise measurements for each column are known or needed.

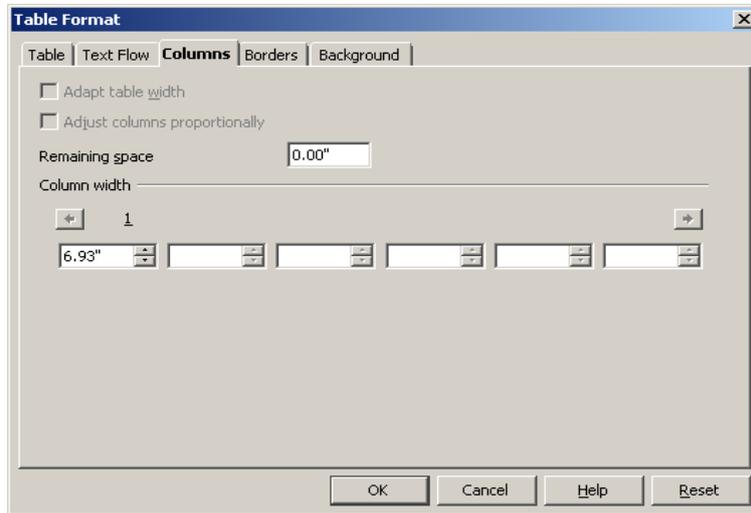


Fig 4.4 Table Format dialog box

4.4.1 To Make Selected Rows/Columns the Same Size

Follow the steps to make the selected rows/columns the same size.

- Select the rows and columns that are to be resized.
- To make all columns even, right click inside the table and select **Column** → **Space Equally** in the pop-up menu.
- To make all rows even, right click inside the table and select **Row** → **Space Equally** in the pop-up menu.

4.5 Table Formatting Toolbar

Once a click is made inside a table a floating toolbar for tables appears at the top of the screen. The toolbar contains a number of icons as shown in the figure 4.5 which can be used for various functions related to the table.

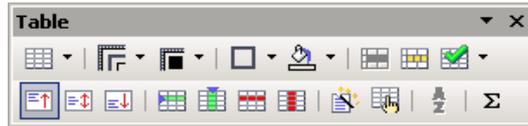


Fig 4.5 Table Formatting Toolbar

The function of each icon in the toolbar is indicated below:

-  - **Table Fixed**
-  - **Table Fixed, Proportional**
-  - **Table, Variable**
-  - **Merge Cells** - This icon is used to combine two or more cell into a single cell.
-  - **Split Cells** - This icon is used to split a cell into two or more cells.
-  - **Optimise** - Clicking on this icon displays a pop up menu with options like Space columns equally, Space rows equally, Optimum row height and Optimum column width.
-  - **Inserting Row** - This icon is used to insert a row below the current row.
-  - **Inserting Column** - This icon inserts a column to the right of the current column.
-  - **Delete Row** - This icon deletes the current row from the table.
-  - **Delete Column** - This icon deletes the current Column from the table.
-  - **Borders** - This icon displays a floating toolbar with different border option for the table.
-  - **Line Style** - This icon is used to choose the style of line to be used for the border.
-  - **Border Colour** - Clicking on this icon displays a palette of colours that can be used as a border colour for the table.

Learn by solving

1. Create a simple table as shown below containing 3 rows and 6 columns and enter the following data as shown.

1.	Sunil	100	98	99	100
2.	Arvind	99	96	97	100
3.	Subish	100	90	100	95

2. Insert one row at the top and enter the following

Sl.No	Name	Maths	Physics	Chemistry	Computer Science
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3. Add two more columns in the table between the Name column and Maths subject column for inserting marks for two subjects viz., Tamil and English and enter some fictitious marks. Also insert two more rows before the last row and enter the details for two more students.
 4. Change the borders, line style and background colour of the table to a new one.
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Summary

- Tables can be easily inserted at any point in the document.
- Rows and Columns can be added and deleted at either at the beginning, end or in the middle of the table.
- The row/column height/width can be easily resized to exact sizes.
- The table formatting tool bar contains a number of icons which can be used for various functions related to the tables.

Exercises

I. Fill in the blanks

1. A table is a grid with a specified no. of _____ and _____
2. To move backward through the cells of the table _____ key combination is used.
3. _____ dialog box can be used to set the width of the column to an exact size.
4. _____ tool bar is used to change the borders of the table.
5. _____, _____, _____ command is used to delete the selected column.

II. State true or false

1. Every table is identified by a specific name.
2. Rows and Columns can be inserted only at the end or beginning of the table.
3. The entire table can be deleted by selecting it and pressing the delete key.
4. There is a separate tool bar available for Table formatting.
5. All the columns in a table will be of uniform width.

III. Answer the following

1. How will you create a table in the document?
2. How will you add a required number of rows and columns in a table?
3. How to change the width of a column in a table?
4. What are the various functions of the icons in the table formatting tool bar?
5. How to make the selected rows and columns of the same size?